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ABSTRACT

A technology plan provides a blueprint against which to measure new technologies and applications, assess future needs, and allocate resources to balance technology with the needs of users and staff. This book is a comprehensive and practical guide for librarians preparing a technology plan. The book is divided into five planning steps, each of which is the topic of a separate chapter: (1) "Preparing to Plan"; (2) "Identifying Technology Needs"; (3) "Discovering Your Options"; (4) "Selecting an Infrastructure and Identifying Products and Services"; and (5) "Developing and Managing the Implementation Process." Each chapter includes key concepts, identified as milestones at the beginning of the chapter, that will help planners develop effective technology plans. To further simplify the planning process, each of the five steps is divided into a group of tasks necessary to accomplish the step. Each task begins with a preview listing the objective of the task, the people involved, the data required to complete the task, workforms that are provided at the end of the book to help organize information, and the approximate time required to complete the task. In addition, nine "Tech Notes" on basic technical information are included at the end of the book. Contains an index. (Author/AEF)

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